

# CONDITIONAL USE PERMIT APPLICATION PROCESS

## COUNTY OF SAN BERNARDINO



County Government Center  
385 North Arrowhead Avenue  
San Bernardino, CA 92415

Area Code (909)

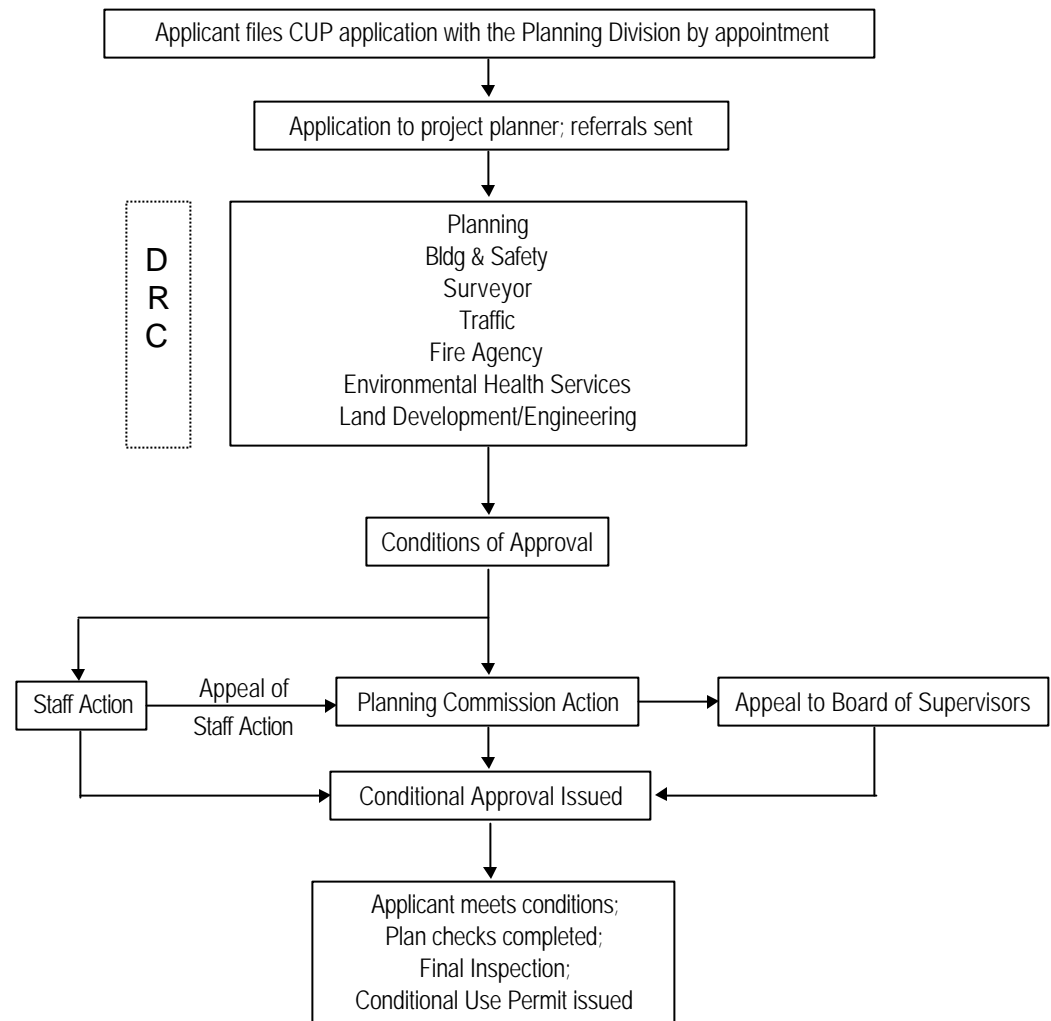
Planning Division.....387-4131  
Public Service Counter Information...387-8311  
Building & Safety Division .....387-4244  
Environmental Health Services  
Land Use Division.....387-4666  
Fire Department.....386-8400  
Public Works Department  
Land Development/Engineering  
Roads Section.....387-8218  
Drainage Section .....387-8218  
Surveyor Division  
Final Map Section .....387-8148

North Desert Office  
15505 Civic Drive  
Victorville, CA 92392

Area Code (760)

Building & Safety Division .....241-7691  
Land/Development Engineering .....243-8183  
Planning Division.....243-8245

## CONDITIONAL USE PERMIT



### ***WHAT IS A CONDITIONAL USE PERMIT (CUP)?***

A CUP is the process by which the County controls the location and operation of certain types of land uses. Commercial, industrial, institutional and multi-residential developments are evaluated for consistency with the County General Plan, compatibility with surrounding land uses, availability of public services, and potential environmental impacts. A CUP process is required for the more complex or controversial projects.

### ***HOW DOES THE PROCESS BEGIN?***

CUP applications are filed with the Planning Division by appointment only. After the application is determined to be complete, the project is assigned to a planner who will review the proposal for environmental impacts and compliance with County development standards. Project information is also distributed to various other County departments for review and comment. Surrounding property owners are notified of the project. Some CUP applications are reviewed by the Development Review Committee (DRC).

### ***WHAT IS THE DRC?***

The DRC (Development Review Committee) is a committee of various County staff who are responsible for the review of the technical design features of projects that are being processed by the County. The review of projects by DRC members results in conditions of approval. Applicants and their representatives attend a meeting of the DRC to discuss the technical design of the project. Generally, the meeting resolves any issues between staff and the applicant and a conditional approval is granted. Occasionally, the project is controversial or there is unresolved disagreement with the conditions of approval. In this case, the DRC will refer the project to the County Planning Commission for resolution.

### ***WHAT IS A CONDITIONAL APPROVAL?***

Once the project has been reviewed by County staff and found to be acceptable if certain requirements are met, conditional approval is granted. Conditional approval includes a set of "conditions of approval" which must be met or completed before the project can be finalized. These conditions might include requirements for road improvements, fire protection measures, landscaping/screening, development program fees, and permits from various County and State agencies. After all the conditions have been met, the project is released for use/occupancy and a Conditional Use Permit will be issued to the applicant.

### ***HOW LONG DOES THE REVIEW PROCESS TAKE?***

Most CUP applications take from 2 - 6 months to issue conditions of approval. Processing time depends upon the size and nature of a project.

### ***WHO APPROVES THE CONDITIONAL USE PERMIT?***

In many cases, the project planner may issue conditional approval. This is a Staff Action. If a project is controversial, a hearing before the Planning Commission will be necessary. Decisions made by staff are appealable to the Planning Commission; Planning Commission decisions are appealable to the Board of Supervisors.

### ***WHAT CAN I DO TO SIMPLIFY THE REVIEW PROCESS?***

You can simplify the CUP application review process by carefully *reading* and completing the application package, discussing the project with County staff as questions arise, and responding *promptly* to all requirements.

### ***WHAT MUST BE DONE TO GET THE CONDITIONAL USE PERMIT?***

Final Approval, or issuance of the Conditional Use Permit, is granted once all Conditions of Approval

have been completed and signed off and all required fees have been paid.

### ***CAN THE PROJECT BE DENIED?***

The Conditional Use Permit process is a discretionary review process. Therefore, the project may be denied if the required Conditional Use Permit findings for approval cannot be made. These findings are established by ordinance and stated in the County Development Code.

### ***WHO CAN I GO TO FOR HELP?***

For general information and assistance, contact the planner at the Public Information Counter located on the first floor of the County Government Center in San Bernardino or at the Planning Division Office in Victorville.

For an appointment to file the application, contact the Planning Division Land Use Technician located on the first floor of the County Government Center at (909) 387-4131.

For project-specific questions after the application has been accepted, contact the planner assigned to the project.

### ***WHAT ARE THE COSTS OF THE CUP APPLICATION?***

CUPs are actual cost projects. Actual cost is based on total time spent by County staff to process the application and the hourly charge rate specified in the current fee ordinance. An initial deposit is required at the time of filing. This deposit is based on the average cost of similar applications. If the project requires additional time to process, additional deposit(s) will be required. Applicants should check with other County departments for additional review fees which may be required. Possible additional fees are described in the CUP application.